

Using Single Window to Submit Plan Summaries under the Toxics Reduction Act and Ontario Regulation 455/09

September and October 2012

Overview

- Accessing Single Window
- Identifying reporting year, company and facility
- Entering Plan Summary information
 - Contacts
 - Number of employees
 - Statement of intent
 - Objective and reduction targets
 - Reasons for use and or creation
 - Implementation of options/ No options implemented
 - Other Fields (Optional items and Planner's license numbers)
- Uploading copy of certifications from Toxic Reduction Substance Plan
- Submitting Plan Summary



SecureKey Concierge or Access Key Login

https://ec.ss.ec.gc.ca

Environment Canada's Single Window



Canadä

ec.gc.ca

Home

Environment Canada's Single Window provides a single point of access to view and update your information with Environment Canada's regulatory reporting applications.

To access your Single Window account, you need to log in using one of two ways.

 Log in with a Sign-In Partner — this option allows you to log in with a User ID and password that you may already have, such as for online banking. <u>Tell me more.List of Sign-In Partners.</u>

Note: When choosing this option, you will be temporarily leaving Environment Canada. For additional information, please see <u>Important Notices</u>.

Log in with Access Key — this option allows you to log in using a Government of Canada User ID and password.

For additional information about these services, please refer to the Frequently Asked Questions (FAQs).

To log in with a Sign-In Partner, select the **Sign-In Parner Log In** button below.

To log in with Access Key, select the **Access Key Log In** button below.

If you do not have an Access Key and would like to obtain one, select Register.

SecureKey Concierge Login OR

Access Key Login

Version: 1.7.7a



New: SecureKey Concierge



Online Access Made Easy

Exit Français Help FAQ Switch My Sign-in Partner Contact Us

Select Sign-in Partner

SecureKey Concierge lets you access government services by using a "Sign-in Partner" such as your online bank or credit card issuer. No passwords or other personal information are disclosed to the Government of Canada or SecureKey Concierge. The government department name is not disclosed to the Sign-in Partner.

By clicking a "Sign in" link, you are agreeing to the Terms and Conditions and Privacy Notice of SecureKey Concierge.

BMO Credit Card - Sign in
Learn More

BMO Debit Card - Sign in
Learn More

Scotiabank OnLine Banking - Sign in
Learn More

TD Canada Trust EasyWeb - Sign in
Learn More

Select a participating Sign-in Partner from the list to continue.

- As of September 20, 2012 the log in page for Single Window has changed.
- Users are now able to use their bank login information to access the system in addition to using Access Key.
- The first phase includes BMO Financial Group, Scotiabank and Canada Trust.



Using Access Key to Login

- •As facilities have previously submitted annual reports, all should have an Access Key User ID and password.
- •If you have forgotten your Access Key User ID or Password and cannot recover them using your recovery questions, you will need to register for a new EC Access Key and then "Recover" your account.
- If there has been a change in personnel at your facility a new Access Key account can be created (on previous page select "Register")
 - Note: new personnel will need to be granted access to the facility in Single Window Information Manager (SWIM).

Access Key - Log In

Please note, if you have an existing epass, enter your epass User ID and Password below to upgrade to a new Government of Canada Access Key.

If you already have an Access Key, please enter your Access Key User ID and Password to log in.

Your Password contains one upper case letter, one lower case letter and one digit.

All fields marked with an asterisk (*) are required fields.

Once you have completed your business with the Government of Canada, you must logout by clicking on the logout button or on the logout link and close your browser before leaving this computer unattended. This will prevent unauthorized access to your personal information by others.

| * User ID: |] | |
|-------------|-------|--------|
| * Password: | 1 | |
| | | |
| Log In | Clear | Cancel |

Forgot Your Password?

Contact Us

Single Window Information Manager

Redeem EC Key



Organizations

Canadä

Single Window Information
Manager

Home

My Profile

Redeem EC Key

Request Access

Organizations

Guidance

My Profile

Home

Logout

Single Window Information Manager

Request Access

Welcome Sarah Olinski, to Environment Canada's Single Window. The Information Manager provides a common portal to facilitate reporting of administrative information to multiple programs. For help using Single Window Information Manager (SWIM), please refer to Guidance on the left menu.

ec.qc.ca

National Pollutant Release Inventory and Partners

National Pollutant Release Inventory, Ontario Regulation 127/01, Ontario Toxics Reduction Act, Alberta Environmental Protection and Enhancement Act, National Emissions Reduction Masterplan, and National Framework for Petroleum Refinery Emission Reductions

Version: 1.7.7a

Terms and conditions | Transparency

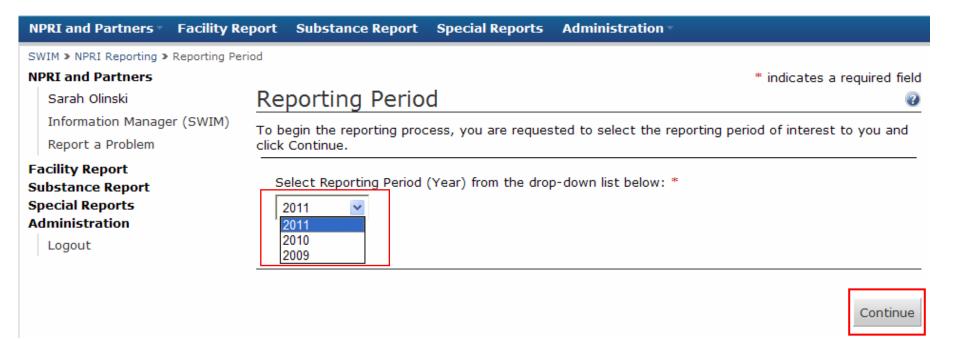
About us News

Contact us

Stay connected



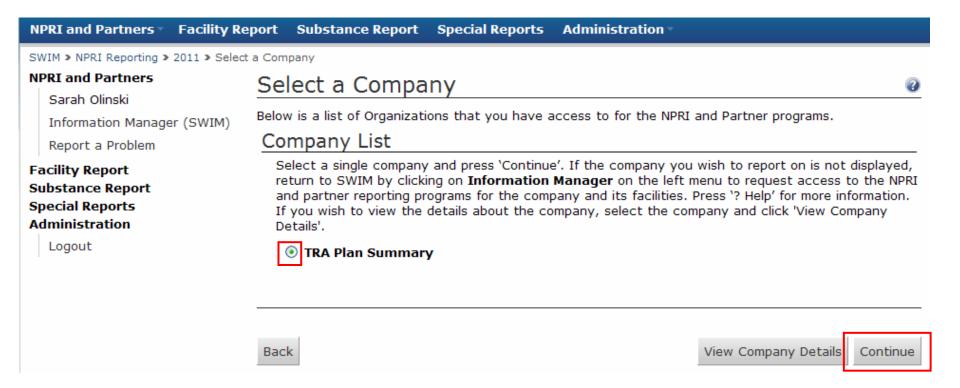
Select Reporting Year



For the Plan Summary you will select "2011" (it is the default choice in the drop down box)



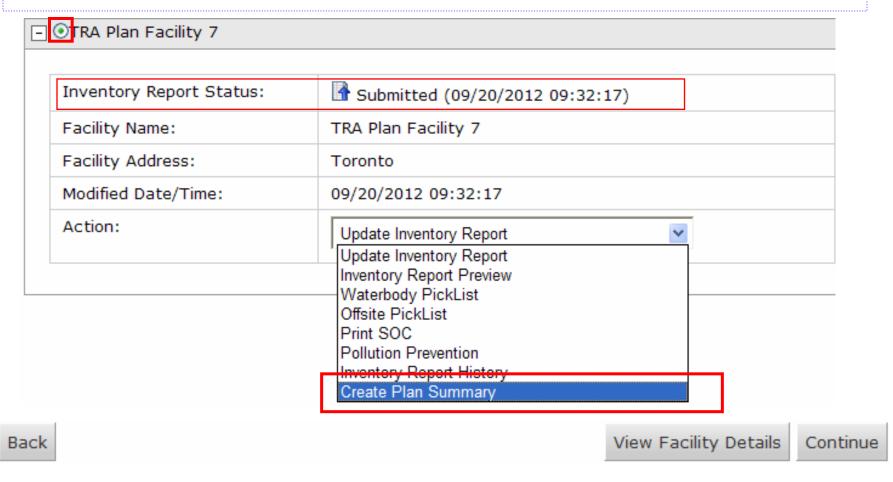
Select Company



Use the radio button to select the appropriate company – if there is only one listed it will be automatically selected.



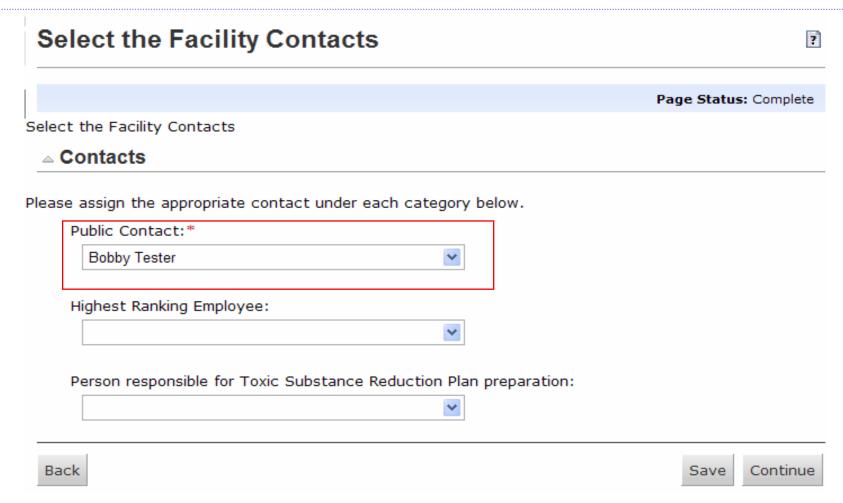
Select a Facility and Action



Use the radio button to select the facility, then select "Create Plan Summary" from the action dropdown box and select "Continue".



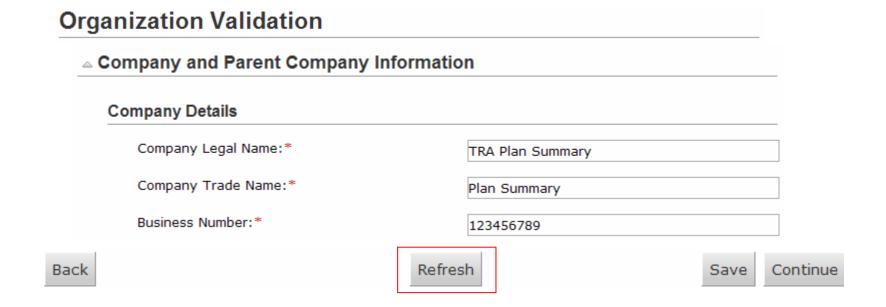
Add Facility Contacts



Assign contacts using the dropdown box (pre-populated from contact list in SWIM)



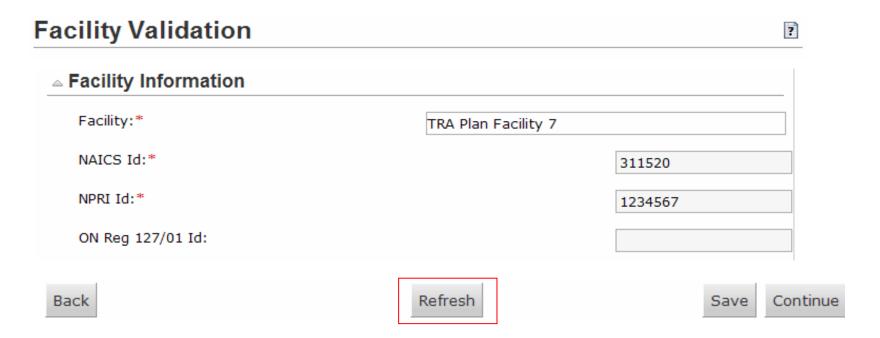
Validate Organization Information



- Organization information is pre-populated from SWIM.
- •If any changes are made in SWIM, select "Refresh" to pull the information into the Plan Summary.
- •Note: Any changes made directly to the Organization Validation page will not transfer to SWIM.



Validate Facility Information



- •Facility information is pre-populated from SWIM.
- •If any changes are made in SWIM, select "Refresh" to pull the information into the Plan Summary.
- •Note: Any changes made directly to the Facility Validation page will not transfer to SWIM.



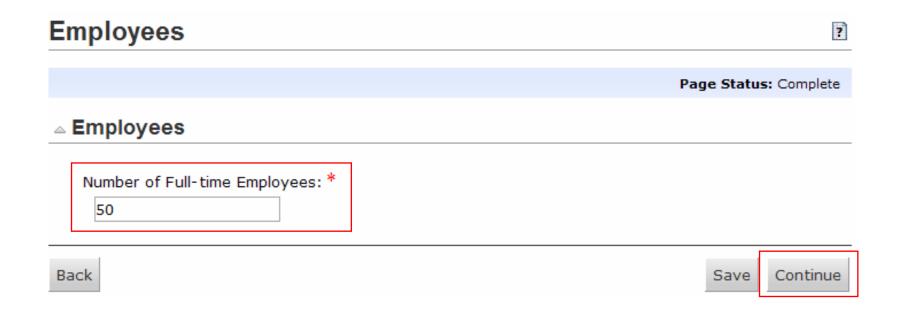
Validate Contact Information



- •Contact information is pre-populated from SWIM.
- •If any changes are made in SWIM, select "Refresh" to pull the information into the plan summary.
- •Note: Any changes made directly to the Contact Validation page will not transfer to SWIM.



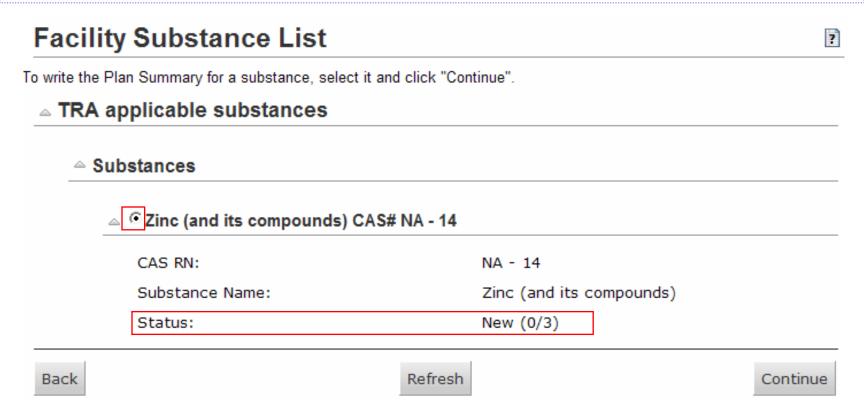
Identify Number of Employees



Enter the number of full-time employee at the facility and select "Continue"



Select Substance



- •The Facility Substance List will pre-populate from the most recently submitted Inventory Report.
- You cannot add or delete substances on this page.
- •If you have made changes to your Inventory Report, and re-submitted the report, select "Refresh" to update the list in the Plan Summary.
- •Use the radio button to select the substance and select "Continue".



Statement of Intent

Statement of Intent ? Page Status: Incomplete Are the following included in the Facility's TRA Plan? Is there a statement that the owner or operator of the facility intends to reduce the use of the toxic substance at the facility?:* Yes Exact statement of the intent that is included in the facility's TRA Plan to reduce the use of the toxic substance at the facility: ** The facility intends to reduce the use of the toxic substance at the facility Reason in the facility's TRA Plan for no intent to reduce the use of the toxic substance at the facility: **

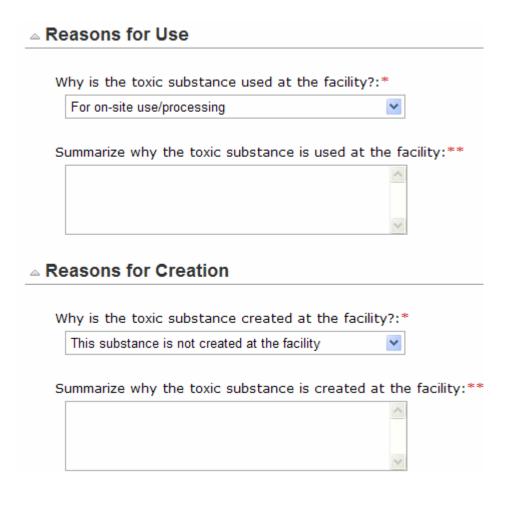
- This section exists for both Use and Creation.
- •If there is a statement (YES) to reduce the use and/ or creation of the substance you must copy the exact statement into the first textbox.
- •If there is no statement (NO) then you must copy the reason there is no intent to reduce the use and/or creation into the second textbox.



Identify Objectives and Reduction Target Values and Timeframes

| ctives, Targets and De | escription | ? |
|-----------------------------------|------------|--|
| bjectives | | |
| Objectives in plan:* | | |
| | | Copy the objectives from the plan nto the textbox. |
| se Targets | | ? |
| What is the targeted reduction in | | abstance at the facility: |
| ☐ No quantity target or | Quantity | Unit |
| ☐ No quantity target | Quantity | Unit |
| ☐ No quantity target or | Quantity | Unit |

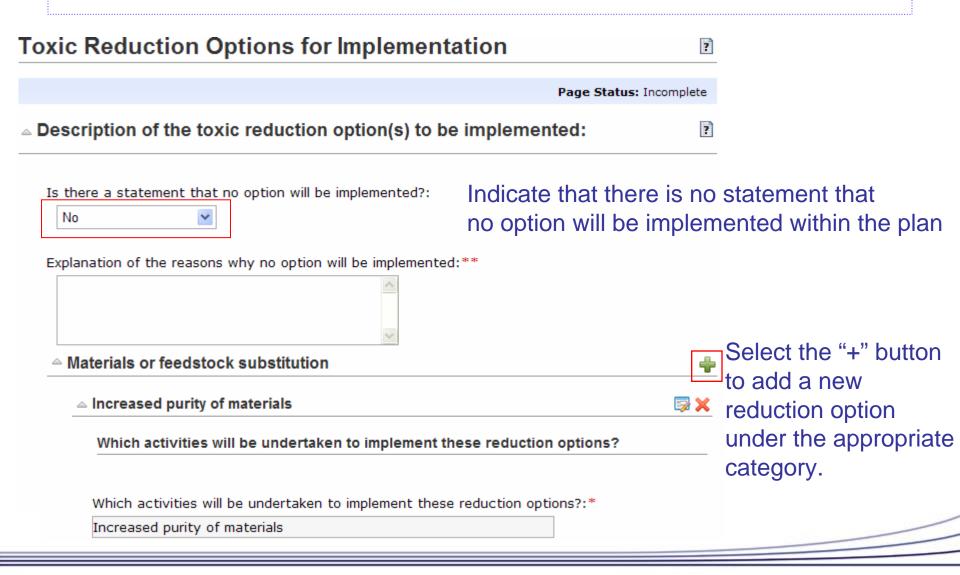
Identify Reasons for Use and/or Creation



- Use the dropdown boxes to identify why the substance is used and/or created at the facility.
- Copy the description from the plan into the textbox.
- If the substance is not used or not created then select that option from the dropdown box.



Option 1: Toxic Reduction Option Will be Implemented





Provide Details on the Reduction Option

Timelines are to be provided for use and creation estimates only.

Toxic Reduction Options for Implementation

Materials or feedstock substitution

To add a new reduction option Click the "+" button.

Save Cancel

Which activities will be undertaken to implement these reduction options? A smaller Describe the option:* Use the dropdown box to screen will select a reduction activity Open once and copy the description of the you select **Estimates** option from the plan into the textbox. "+". Select All Estimate of the amount by which the use of the toxic substance at the facility will be reduced as a result of implementing the option: □ N/A You need to identify at least one tonnes estimate of how much the substance will Timelines be reduced as a result of implementing the Select All option (there are multiple estimates, this screen shot is only showing one example). Anticipated timelines for achieving the estimated reductions of the use of the toxic substance: □ N/A years

Option 2: No Toxic Reduction Options To be Implemented

Toxic Reduction Options for Implementation Page Status: Incomplete Description of the toxic reduction option(s) to be implemented: Identify that there is a statement Is there a statement that no option will be implemented?: in your plan that no option will be Yes implemented. Explanation of the reasons why no option will be implemented: ** Copy the explanation of why no Explanation of reason why no option will be implemented options will be implemented from your plan into the provided textbox. Materials or feedstock substitution

The options will remain blank as nothing was implemented.

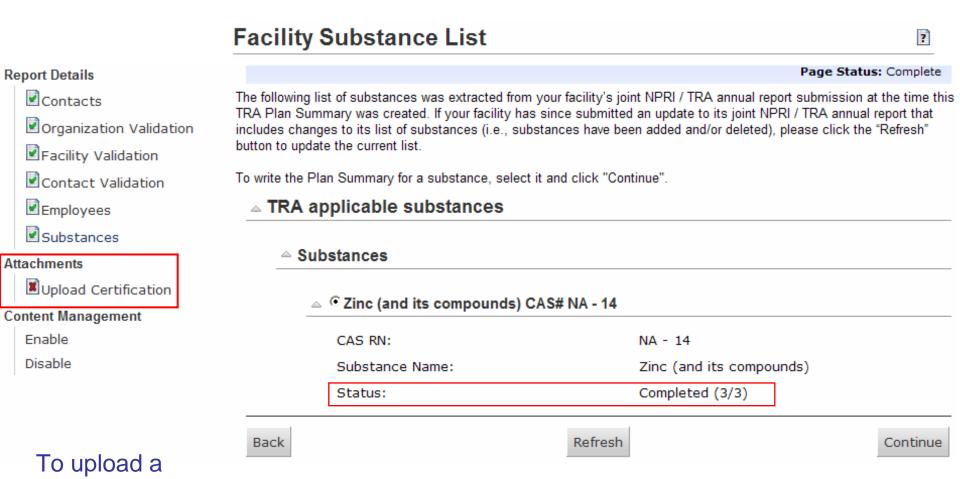


Empty

Other Fields (Optional Items and Planner's License Numbers)

| Rationale for why the listed options were chosen for implemental | cion: |
|---|---------------------------------------|
| | Optional text fields for further |
| ~ | context about the reduction option. |
| General description of any actions undertaken by the owner and the use and creation of the toxic substance at the facility that a | |
| | |
| <u>M</u> | |
| License Number of the toxic substance reduction planner who masubstance reduction plan for this substance (format TSRPXXXX) | |
| TSRPXXXX | |
| License Number of the toxic substance reduction planner who have reduction plan for this substance (format TSRPXXXX):* | s certified the toxic substance |
| TSRPXXXX | |
| What version of the plan is this summary based on?:* | When entering in the license numbers, |
| Reviewed Plan | please use the format TSRP###. |
| | |
| Back | Save Continue |

Upload Copy of Certifications from Toxic Reduction Substance Plan





copy of the certification statements, select

Upload Certification from the left hand menu.

Upload Copy of Certifications from Toxic Reduction Substance Plan (Cont'd)

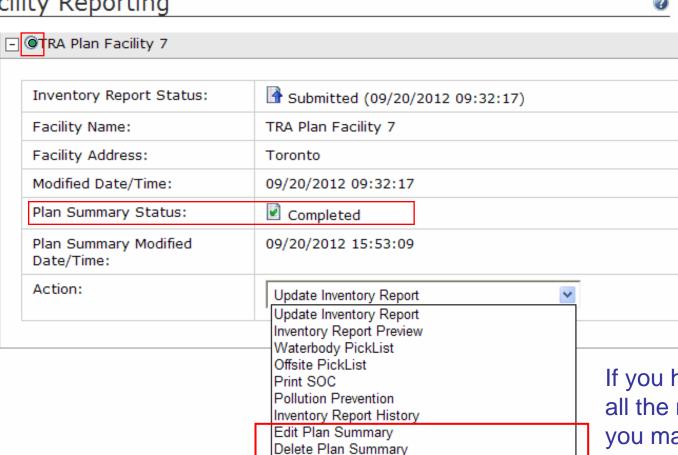
Copy of Certifications of Plan ? △ Upload Document A copy of the certification statement(s) from the Highest Ranking Employee and the Licensed Planner(s), for the Toxic Substance Reduction Plan for which the Plan Summary is being submitted are required. Please upload a single document containing all certifications. Do not upload any certification statements that are dated after December 31. If this applies, click "?" (Help) for more information. Comments: File Details (Maximum 10 Mb, .doc, docx, .pdf, .xls, .xlsx):* File Name Date Browse for the file to Once uploaded, if the file name and date are populated on Upload. the screen, then the upload was successful. Continue Back



Submit a Plan Summary

Once you have uploaded the copy of the certification statement(s) you will be returned to the facility dashboard board.

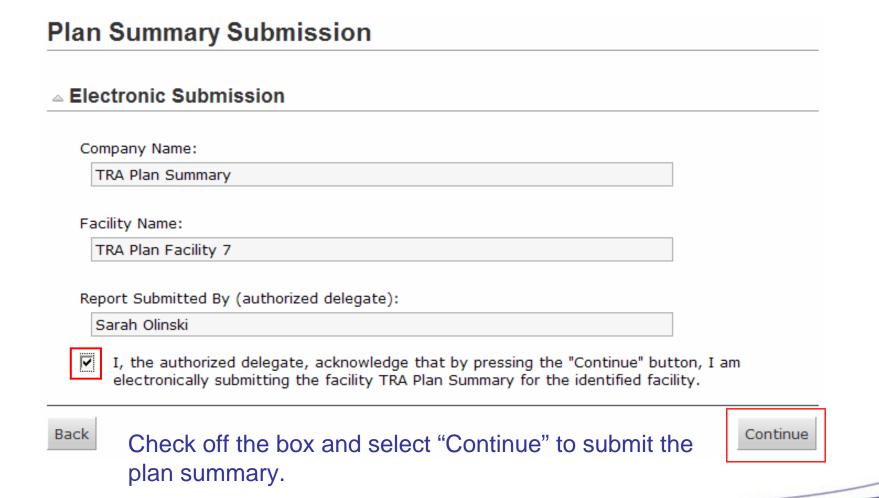
Facility Reporting



Submit Plan Summary Preview Plan Summary If you have completed all the mandatory fields you may now submit the plan summary.

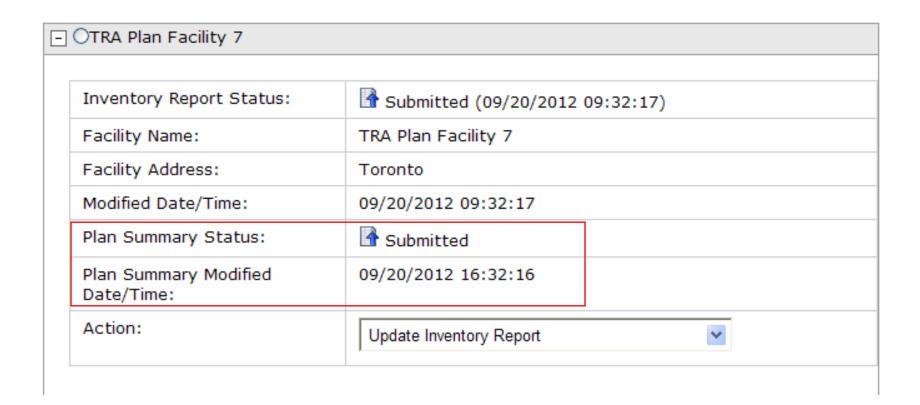


Submit a Plan Summary (Cont'd)





Confirmation of Plan Summary Submission



Once you have submitted a plan summary, the status will now be "Submitted" with the date and time it was successfully submitted.



For More Information

- Instructions for setting up an EC Access Key: http://www.ec.gc.ca/inrp-npri/default.asp?lang=En&n=0C8F4724-1
- Access Key FAQs: https://cledacces-accesskey.gc.ca/eng/cu-01.html
- SecureKey Concierge FAQ: https://ec.ss.ec.gc.ca/en-CA/cs/faq



Key Contacts

- For Access Key questions contact Government of Canada at: 1-866-372-7742
- For Assistance with Single Window Information Manager (SWIM) contact Environment Canada's SWIM Helpdesk at: <u>SS_Admin@ec.gc.ca</u>
- Should you have any questions on how to submit a plan summary please contact the Ontario Ministry of the Environment's Toxics Reporting Helpdesk at <u>ToxicsReporting@Ontario.ca</u> or 1-855-815-6400.
- Cette publication hautement spécialisée n'est disponible qu'en anglais en vertu du règlement 441/97, qui en exempte l'application de la Loi sur les services en français. Pour obtenir de l'aide en français, veuillez communiquer avec le ministère de l'Environnement au 416-325-4000 ou 1-800-565-4923.

